



DUTY STATEMENT

Classification Title: Associate Governmental Program Analyst	Division: Headquarters
Working Title: Policy Analyst	Office/Unit: Policy and Public Affairs
Position Number: 792-100-5393-001	Effective Date:
Incumbent Name:	COI Classification <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervisor Name:	Supervision Exercised <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

SUMMARY STATEMENT:

Under the direction of the Deputy Director for Policy and Public Affairs, the Associate Governmental Program Analyst (AGPA) is responsible for performing a wide variety of complex and technical analytical staff assignments. The incumbent coordinates with management in all aspects of SCDD's policy activities; plans and executes policy related events in coordination with the Information Officer; represents the Council at stakeholder meetings; and completes program and administrative assignments for the Deputy Directors and Executive Director as needed. Limited travel may be required to attend meetings.

DUTIES & RESPONSIBILITIES

40%	<u>Policy Analysis, Research, and Writing</u> Review and analyze proposed federal and state policies and advise management on the impact or potential impact. Research and write on policy issues. Prepare and compose alerts, letters, testimony, fact sheets, and reports related to SCDD's policy initiatives. Assist the Deputy Director and Information Officer II with reviewing and editing written materials for print, web, and social media.
40%	<u>Legislative Advocacy Support</u> Identify, analyze, and track bills in Congress and the State Legislature. Maintain SCDD's legislative activity report. Assist in drafting bill language. Track outreach to Legislative offices. Assist in identifying and developing strategic partnerships and coalitions to support the Council's policy goals. Attend meetings, hearings, and briefings as needed. Collaborate with the Information Officer to develop and launch a grassroots advocacy campaign for SCDD. Provide Council members with up-to-date contact information for Members of Congress and the State Legislature. Support Councilmembers and other stakeholders in their outreach to offices. Develop policy related training and material for Councilmembers and SCDD staff. Coordinate legislative days in the Capitol and District for Councilmembers and other stakeholders, by coordinating meetings working with offices to arrange logistics; prepare briefing materials; answer questions about policy issues and meeting logistics. Provide programmatic support to the Legislation and Public Policy Committee and the Employment First Committee.
15%	Prepare special projects as assigned by the Executive Director and Deputy Directors.

5%	MARGINAL DUTIES Perform other duties as assigned.
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CONDUCT, ATTENDANCE AND PERFORMANCE EXEPCTATIONS

The AGPA must interact in an appropriate and professional manner with individuals with intellectual/developmental and/or cross-disabilities and their family members, representatives of various federal and state agencies, private or non-governmental organizations, and advisory committee members, state, regional and local community committee members, colleagues, Council members, members of representative agencies, staff, and the public.

This position requires the employee to maintain consistent and regular attendance; communicate effectively (both orally and in writing) with the public and other. Employees: develop and maintain knowledge and skills related to specific tasks, methods, materials, tools, and equipment; complete assignments efficiently; exhibit professionalism and sound judgement; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The employee must follow secure protocol for maintenance of confidential and sensitive information obtained through the course of work and for filing of documents.

PHYSICAL REQUIREMENTS

The employee is regularly required to sit and stand; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or manage up to 20 pounds.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Analyst.

Employee Signature:	Employee Printed Name:	Date:
<i>I certify this duty statement represents current and accurate description of the essential duties of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above</i>		
Supervisor Signature:	Supervisor Printed Name:	Date: